



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
EUROPE REGION
UNIT 29353, BOX 200
APO AE 09014

IMEU-ZA

IMA-E Memorandum
No. 16-1

MAR 4 2005

REGION STAFF OFFICES
CIVILIAN PERSONNEL INCENTIVE AWARDS

1. **REFERENCES:**

- a. Title 5, United States Code, Chapter 45
- b. Code of Federal Regulations, Title 5, Part 451.
- c. Army Regulation 672-20, Incentive Awards
- d. Army Regulation 215-3, Nonappropriated Funds Personnel Policies and Practices
- e. IMA Policy Memorandum #16, Military and Civilian Awards Policy

2. **POLICY:** It is the IMA-Europe's policy to recognize outstanding achievements in a fair and equitable manner.

a. **Background** - The goal of the Incentive Awards Program is to foster mission accomplishment by recognizing superior performance and accomplishments; and to motivate employees to high levels of performance and service. Incentive awards are not mandatory nor an entitlement, but managers are encouraged to recognize employees' exemplary accomplishments through the use of the Incentive Awards Program.

(1) The Human Resource Division (HRD) will maintain administrative control over the incentive awards program, both honorary and monetary. The HRD will provide advice and assistance to the Regional Director and the Incentive Awards Committee.

(2) The IMA-E Incentive Awards Committee is responsible for reviewing and providing recommendations to the Regional Director (RD) for cash awards that exceed IMA-E approval authority and awards employees compete for outside of the Europe Region. The Incentive Awards Committee consists of the Region Division Chiefs and Special Staff Principals. The Equal Employment Opportunity Office has representation on the committee in an advisory capacity.

b. **Incentive Awards** - The approval authorities for both monetary and honorary awards are outlined in Appendix A. Individual monetary awards above 3% must be forwarded by the Division Chief to the Chief of Staff for final approval and include a summary sheet with the award justification.

c. **Monetary Awards** – The Resource Management Division (RMD) is responsible for ensuring that the awards budget does not exceed 1.5 percent of the total civilian payroll. This includes all award expenditures, including suggestion awards. The RMD will provide verifying data regarding award expenditures at the conclusion of each fiscal year or sooner, if requested. The Equal Employment Opportunity Office will review all monetary award nominations for US employees.

d. **Honorary Awards** – These awards are an excellent means for supervisors to recognize and reward SUPERIOR performance demonstrated during an individual's career. They may be given to civilian employees at any time in their careers provided the individual's accomplishments meet the criteria for the particular award. Supervisors have a responsibility for ensuring that deserving employees are recommended and nominated for these awards. The Army in Europe Incentive Awards Board will review all Superior Civilian Service Awards (SCSA), Meritorious Civilian Service Awards (MCSA), and the Decoration for Exceptional Civilian Service Award, and provide their recommendations to the Regional Director for endorsement and forwarding to HQ IMA for approval. The Equal Employment Opportunity Office will review all honorary award nominations for US employees.

e. **Restrictions** - The same act or service cannot serve as the basis for more than one monetary award. **However, a monetary and honorary award may be given to civilian employees for the same act or achievement if the criteria for each award are met and the Regional Director approves.** The RD may delegate approval to the Deputy Region Director (DRD) and the Chief of Staff (CoS).

f. **Time Off Awards (TOA)** - The minimum award is 1 hour but no more than 40 hours for a single accomplishment, and up to 80 hours in a leave year. As it will only transfer to another Army organization upon departure of the employee, effort must be taken to ensure that time off is scheduled. Awards over one day must be approved by the Division Chief. Supervisors are responsible for ensuring that employees are able to use this leave, while at the same time ensuring mission accomplishment. NOTE: LN employees are ineligible for this type of award.

g. **Quality Step Increases (QSIs)** – A QSI is an additional within-grade pay increase given to General Schedule (GS) employees with Exceptional ratings of record for the current rating period. QSIs can be approved by the Division Chief.

3. **POC:** The point of contact for this memorandum is Ms. Astrid Siegl, IMA-E Civilian Personnel Branch, DSN 370-3413.


RUSSELL B. HALL
Director

APPENDIX A

MONETARY AWARDS

AWARD	AMOUNT	APPROVAL AUTHORITY
Performance/Special Act	\$ 10,001 to \$ 25,000 \$ 7,501 to \$ 10,000 \$ 2,501 to \$ 7,500 Up to \$ 2,500 or 3% of base pay – whichever is less	HQ DA HQ IMA Regional Director - IMA-E Division Chief
On the Spot (OTS)	Up to \$ 500	Division Chief
Quality Step Increase (QSI)	Equivalent to a WIGI	Division Chief
Time Off Award (TOA)	Up to 1 day (8 hours) Over 1 day	Immediate Supervisor Division Chief

APPENDIX B

HONORARY AWARDS

AWARD	APPROVAL AUTHORITY	IMA-E REQUIREMENTS	EQUIVALENT MILITARY AWARD
Decoration for Exceptional Civilian Service	Secretary of the Army	The Army in Europe Incentive Awards Board will review nominations for recommendation to RD	Distinguished Service Medal
Meritorious Civilian Service	AASA	The Army in Europe Incentive Awards Board will review nominations for recommendation to RD	Legion of Merit
Superior Civilian Service	Director IMA	The Army in Europe Incentive Awards Board will review nominations for recommendation to RD	Meritorious Service Medal
Commander's Award for Civilian Service	Regional Director	RD will approve these awards and sign the certificate	Army Commendation Medal
Achievement Medal for Civilian Service	Regional Director	RD will approve these awards and sign the certificate	Army Achievement Medal
Certificate of Achievement	Regional Director	RD will approve these awards and sign the certificate	Certificate of Achievement